

Types of controls and their properties

To determine whether a control is an ActiveX control or a **Forms** toolbar control, right-click the control. If no shortcut menu appears or the shortcut menu contains the command **Properties**, the control is an ActiveX control. If the shortcut menu contains the command **Assign Macro**, the control is a **Forms** toolbar control.

► ActiveX controls

▼ **Forms** toolbar controls

To set the properties for an existing control, right-click the control, click **Format Control**, and then click the **Control** tab. Labels and buttons don't have properties.



Label Text that provides information about a control or the worksheet or form.



Edit box Unavailable in Microsoft Excel workbooks. This control is provided to allow you to work with Excel version 5.0 dialog sheets.



Group box Groups related controls, such as option buttons or check boxes.

► Group box properties



Button Runs a macro when clicked.



Check box Turns an option on or off. You can check more than one check box at a time on a sheet or in a group.

► Check box properties



Option button Selects one of a group of options contained in a group box. Use option buttons to allow only one of several possibilities.

► Option button properties



List box Displays a list of items.

► List box properties



Combo box A drop-down list box. The item that is selected in the list box appears in the text box.

► Combo box properties



Combination list-edit Unavailable in Microsoft Excel workbooks. This control is provided to allow you to work with Excel version 5.0 dialog sheets.



Combination drop-down edit Unavailable in Microsoft Excel workbooks. This control is provided to allow you to work with Excel version 5.0 dialog sheets.



Scroll bar Scrolls through a range of values when you click the scroll arrows or when you drag a scroll box. You can move through a page of values by clicking between the scroll box and a scroll arrow.

► Scroll bar properties



Spinner Increases or decreases a value. To increase the value, click the up arrow; to decrease the value, click the down arrow.

► Spinner properties